



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED (Multiple Positions)
2	Job Classification	SUPERVISING ENGINEER
3	Posting Number	PN# 109726
4	Department	Department of Public Works & Engineering
5	Division	Engineering and Construction Division
6	Section	Engineering Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises, coordinates, and manages a variety of personnel and design consultants necessary to implement projects included in the City's Capital Improvement Plan (CIP). Prepare and review contracts; technical reports; plans specifications supplemental agreements or appropriations Change Orders Requests for Information, and Requests for Council Action. Negotiate and manage engineering consultant contracts, oversee project design, prepare bid packages, evaluate bids, and recommend construction contract awards.

Establish goals, develop and evaluate performance provide technical analysis and develop solutions for the section. Define objectives, evaluate proposals and make recommendations for projects providing required information to upper management. Interface and coordinate with general public, consultants and other City of Houston departments and divisions.

10 **WORKING CONDITIONS**

Requires the ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor Degree in Engineering with a preference in project management, construction management, geotechnical, environmental or a related field. Registered as a Professional Engineer in the State of Texas.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of active practice in project management, construction, construction management, design, geo-technical, environmental or a closely related field, with two years as a licensed Professional Engineer, are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires license as a Professional Engineer in the State of Texas.
A valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P.2-2).

14 **PREFERENCES**

Preference will be given to applicants with experience in design, construction and project management skills. Strong communication skills, decision oriented, problem solving attitude and computer skills will be preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidates' qualifications as well as the pay rates of other employees in this classification. The salary range midpoint unless we intend to offer the maximum.

Salary Range - Pay Grade 29
\$2,639 - \$3,392 Biweekly \$68,614 - \$88,192 Annually

18 **OPENING DATE** April 5, 2006

19 **CLOSING DATE** Open Until Filled.

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Our **TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquires, please call (713) 837-0951.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer